

Kansas City Composite Squadron Position Policies

UNIT HISTORIAN OFFICER (HO) (P217)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Public Affairs Officer

Manages and directs the following historical activities

They shall:

- Developing policies and procedures that relate to historical activities
- Establishing and conducting a program for the publishing of general and special histories, monographs, studies, and similar works for issue both internally and externally to CAP
- Establishing and conducting a program to specifically inform the general public as to the history of CAP as it relates to CAP's current missions
- Issuing bibliographies, catalogs, indices, and abstracts containing information relative to publications relating to CAP history
- Establishing and conducting a program of the collection and preservation of items of historical significance either of a documentary or physical property nature
- Progress towards obtaining a Master rating in your skill track
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander

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- Complete and submit an annual Historical Report to Wing entitled: "Squadron Year in Review" by the 15th of February
- Ensure compliance and submit a completed SUI by the 1st of September annually to Squadron Commander
- Establish and conducting an oral history program
- Compile and assemble photo records on-line in albums documenting unit activities
- Representing the Civil Air Patrol at meetings of historical and other learned societies

The Historian should be thoroughly familiar with CAPR 210-1 (the Civil Air Patrol Historical Program) and other internal and external publications relating to historical activities

Assistant Historians will be required to follow all above requirements